

Management System: Health & Safety Communications

Policy Statement: Safety Culture

Management System Owner: Office of the Director
Secondary Management System Owner: TJ Jackson
Subject Matter Expert: Tim Marcus

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1.0 Purpose/Introduction

The purpose of this document is to reaffirm the commitment of the Environmental Management Consolidated Business Center (EMCBC) that Safety is essential to our mission, future success and is a core value inherent in all activities and functions performed by the EMCBC and Small Sites.

2.0 Scope & Applicability

It is the Policy of the EMCBC to maintain a strong commitment to safety and health through leadership, employee engagement, organizational and educational goals. We must integrate safety into management and work practices at all levels of the organization. As Director of the EMCBC, I continue to encourage all employees to raise concerns related to safety and express my commitment to ensure that reporting such concerns will not result in reprisal or retaliation. The EMCBC strongly supports a questioning attitude and receptiveness to raising issues.

This reaffirmation is issued to promote trust in the organization and the leadership of the EMCBC and Small Sites supported by this office.

3.0 General Information

The tenets of Secretary Ernest J. Moniz in his September 20, 2013 Memorandum, Subject: *Personal Commitment to Health and Safety through Leadership, Employee Engagement, and Organizational Learning* as well as the tenets in the September 25, 2013 Memorandum from EM Senior Advisor David Huizenga, Subject: *Safety Culture and Objectives for the Fiscal Year 2014 Performance Review Period* are incorporated by reference in this Policy.

- The EMCBC is pursuing a safety culture built on an environment of trust and mutual respect, worker engagement and open communications, and an atmosphere that promotes a questioning attitude with effective resolution of reported problems.
- We will operate our facilities and conduct work activities in a manner that protects our employees, the public and the environment. We recognize that meeting minimum requirements merely reflects the starting point in our pursuit of excellence and is not the end objective.

- Each one of us is responsible for safety at the EMCBC and Small Sites. We will strive to ensure that every employee understands his or her role, responsibility, authority and accountability for safely planning, executing, and monitoring work performance.
- We will foster a safety conscious work environment across all EMCBC and Small Site operations. All workers have the right to identify and raise issues that affect their safety and health, or that of their co-workers, openly and without fear of reprisal. The EMCBC will not deter, discourage, or penalize employees for the timely identification of safety, health environmental, quality or security issues, the reporting of illnesses or injuries or the use of the Employee Concerns Program or the Differing Professional Opinion Programs.
- We will learn from our mistakes and experiences. We will report errors and problems, establish a vigorous corrective action program(s), monitor performance through multiple means, learn from operational experience, and encourage a questioning attitude.

The EMCBC measures that have been or are being implemented in 2014 to support a strong safety culture include:

- Development of a *Health and Safety Communications* Management System Description to encompass and administer the programs and processes used to enhance the EMCBC Safety Culture;
- Revising the Employee Concerns Program and the implementing documents;
- Revising the EMCBC Differing Professional Opinion Policy to be consistent with DOE Order 442.2;
- Conducting Safety Conscious Work Environment training for senior EMCBC, Small Site and Small Site contractor leadership;
- Supporting the DOE Accident Investigations resulting from events at the WIPP Project; and
- Obtaining from the Office of Environmental Management, select Delegated Safety Authorities and further delegating those authorities to Small Sites where requested and appropriate.

The EMCBC greatly values and depends upon the service of the men and women working to achieve the important missions that we have been entrusted with. We can only advance these challenging missions if we provide all of our employees a safe and healthy work environment and foster a culture in which workers at all levels are empowered to bring forth problems, participate in the development of solutions, and are considered partners in the decisions that affect their work.

EMCBC RECORD OF REVISION

DOCUMENT TITLE: EMCBC Safety Culture Policy Statement

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Established to communicate safety culture in accordance with new MSD	All	7/31/14